

How the Incidental Use Parking Program Works

This is a reminder of the Incidental Use Parking Program (IUPP) procedures. We have situations where parking cards are not being returned to ASD timely. Your promptness in returning the IUPP card is important to the success of this program. **Effective immediately, if you do not return the card timely on the day it is due, you may be charged for another day of use.** The following are some reminders:

- Plan on returning the parking card when you arrive to work in the morning, before you start your busy day.
- The cards need to be returned by 9:00 am on the day it is due. These cards are in high demand and they need to be returned right away so they can be checked in/checked out to others.
- It is your responsibility to return the card timely, regardless of whether or not you receive an e-mail reminder and regardless of whether or not you have made arrangements with a coworker to return the card for you.
- If you are not going to be at work on the morning/day the card is due, you must make other arrangements to return the card the day you checked the card out. For example, at the end of your workday, pull your vehicle out of the garage, park it at a meter and return the parking card to the 20th floor.
- If you do not return the card by 9:00 am on the day it is due you may be charged for another day of use. We will also be monitoring the use of these cards to ensure that appropriate usage is followed. If necessary, the extra day(s) will be charged to future months, possibly suspending your use for that period of time.
- If you check out a card, but realize later that you do not need to use it, return the card immediately. If the card is not returned timely, you may be charge for another day of use.
- There is a \$25 replacement fee if the card is lost or misplaced.
- Cards are not available for checkout during lunchtime, from 12 Noon to 1:00pm.

If you have any questions, please contact the Management Services Branch at 322-8195.